REQUEST FOR PROPOSAL
Addendum # 2

Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

ADDENDUM DATE: September 1, 2006

RFP Title:	Drug Court Management Information System
RFP Number:	06-097 MYP
Due Date/Time:	**September 12, 2006- 2:00 P.M.**
Buyer:	Michelle Poste, *michelle.poste@metrokc.gov,* 206-263-4273

This addendum is issued to revise the original Request for Proposal No. 06-097MYP:

1. **Change** the bid opening date from September 7, 2006 to Tuesday, September 12, 2006, at 2:00 P.M. exactly.

2. DCMIS Proposer Demo Information
   A. The demo presentation will be pre-defined with functions and features the RFP team wants to see. Proposers will be provided the requirements prior to the demo.
   B. The demo should be conducted by vendor staff who will be working on the project and not a sales team.
   C. Proposers are requested to provide an evaluation version of the software, if possible & available.
   D. Proposers will conduct a live system demo and not a power point presentation only
   The demos dates will be Tuesday, 9/26/06 and/or Tuesday, 10/3/06. Dates/Time/ Location will be confirmed as soon as the finalists are determined.

3. Question & Response are attached for informational purposes.

Note:
Response 5 and Response 11 hyperlinks have been activated September 6, 2006.

This Request for Proposal Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

06-097 Drug Court MIS, Question & Response

Question 1
Agency Staffing. Licensing costs are generally based on the number of users. Please provide a numeric breakdown of the Agency staff by function (case managers, supervisors, clerical, etc.). How many agency individuals do you anticipate needing full access versus read-only?

Response 1

DDCS staff is currently comprised of:

Department of Judicial Administration staff: = 9

- 1 program manager
- 1 treatment liaison (supervisor to chemical dependency case managers)
- 3 chemical dependency case managers
- 1 program analyst
- 3 administrative assistants
- 2 REACH case managers (contracted through Evergreen Treatment Services) are located in the office and would need full access to the data base.
- 3 courtroom staff would need full access, the judge, bailiff and clerk.
- Total Agency staff = 14

Additionally, 2 terminals should be available in the courtroom for prosecutors and public defenders - restricted and read only.

Question 2
Third Party Users. Please identify other county agencies and private entities that you expect to use the system and a breakdown of the estimated number of users and their level of access (read/write, read/only).

Response 2
An estimated 10 third party users (off-site treatment agencies) would need limited read/write access to treatment information regarding their clients only.

Question 3
Funding. Has the funding for this project been approved, if so, what is the amount and source of the funding? Please identify any price ceiling or not to exceed amount. What weight does price have in the overall evaluation?

Response 3
Yes, the funding for this project has been approved by the County. However, we are not in the position to disclose the amount at this stage of the process. As indicated in the RFP, price contributes to 10 out of 100, or 10% of the total score.

Question 4
Data Imports/Interfaces. To provide a quote for interface services please provide the following information for each of the requested interfaces.

1) what is the type of database used by the host system,
2) provide the number, types, and description of the individual data fields to be exchanged and the direction of the data exchange
3) provide the business rules that will govern the interface
4) specify whether the requested interface is for a real time or batch exchange
5) identify the “owner” of the system and indicate if they have provided permission for the interface
6) Identify who will provide technical assistance to the vendor and at what level
7) describe any limitations or complicating factors that would affect creating the requested interface

Response 4

1) IBM - DB2
2) One way from Superior Court Management and Information System (SCOMIS) to new Drug Court system. Data fields to be determined
3) to be determined
4) real time
5) SCOMIS is owned by Administrative Office of the Courts (AOC), we have their permission for the interface. AOC will be developing a new data exchange facility in the next 6-9 months
6) 6)Combination of Dept of Judicial Admin staff and AOC IT staff
7) to be determined

Question 5

Data Conversion. To provide a quote for conversion services please provide the following information for each data source:

1) a data sample for each table, the sample to include all relevant data fields that require conversion (including keys)
2) a detailed description of the targeted data elements including a data dictionary
3) a count of the estimated number of records from each table for each data source

Response 5

Hyperlinks for Response 5 have been activated 09/06/06.

Please refer to the two files provided:

1) Object Definition for DCD2data.pdf (PDF 704KB)
2) Relationships for DCD2data.pdf (PDF 45KB)

Question 6

Required Forms (Part A, Section 1-17, p. 8) Please provide a copy of the following required forms or indicate a web site where the form can be downloaded:

A. Equal Benefit Worksheet and Declaration Form
B. Personnel Inventory Report
C. Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity
D. Statement of Compliance – Union or Employee Referral Agency Statement
E. 504/ADA Assurance of Compliance

Response 6

Please refer to the attached link. *http://www.metrokc.gov/procurement/forms/gs.aspx*

Question 7

Current Environment. Please provide information regarding your current desktop hardware and operating system environment including any standards.

Response 7

Minimum Desktop hardware standard is:

- Dell Pentium 4 or Pentium D
- 512MB RAM
- 80GB hard disk
- OS XP SP2

Question 8

Hardware Costs. (Part C, Section 3-1, Financial Proposal, p. 12) This section asks for the identification of hardware costs. Is King County asking vendors to supply hardware for the proposed system? If so, please identify what hardware (servers, workstations, backup devices, etc.) are being requested and any current hardware in place that King County considers may be part of a possible solution.

Response 8
King County is requesting the vendor to provide information and costs of the hardware/software required operating the proposed system. The County may purchase the equipments from its supplier OR from the bidder. The decision will depend on feasibility, benefits, and proposed costs. However, the County will not be asking the bidder to provide workstations and backup equipment

Question 9
RFP Functional Requirements (Appendix B), Partial Compliance. How should a vendor indicate partial compliance with a requirement? For example, a vendor may provide most of the functionality requested in a particular requirement and/or provide that functionality in a different manner. How will partial compliance be scored?

Response 9
A vendor should provide separate explanation as to how it partially meets the requirement and/or provide that functionality in a different manner. Score will be assigned by the Evaluation Team based on the solution proposed.

Question 10
Additional Information. Terms and concepts vary from jurisdiction to jurisdiction. To ensure understanding, please define, provide copies, and/or provide explanations of the following as indicated:

A. Health Condition Page from O&I, p. 18 – Please provide a copy.
B. Disability Questionnaire, p. 18 – Please provide a copy.
C. Mental Health Questionnaire from O&I, p. 18 – Please provide a copy.
D. ASAM at Entry, p, 19 – Please explain the type of information King County wishes to record and how this information is to be used. For example, are you asking to record the entire ASAM or information about the ASAM (date administered, etc.)?
E. CD Contacts, p. 20 – Please define “CD”.
F. ROIs, p. 21 – Please define “ROI” and explain its usage.
G. SODA, p. 22 – Please define “SODA” and explain its usage.
H. Transfer Date, p.22 – Please define “Transfer Date” and explain its usage.
I. O&I Required, p. 24 - Please define “O&I” and explain its usage.
J. Amount Due on each cause #, p. 25 – Is “cause” the equivalent of a criminal case or docket? If not, please explain.
K. Housing Section, p. 26 – Please explain the needs King County has in tracking housing, the differences in the different housing programs, and the purpose/use in tracking this information.
L. Pink Card Screen, p. 29 – please define and explain.

Response 10

A. These are sections of the O&I (explained in response to Question I), and a copy of the complete O&I is attached
B. These are sections of the O&I (explained in response to Question I), and a copy of the complete O&I is attached
C. These are sections of the O&I (explained in response to Question I), and a copy of the complete O&I is attached

D. We are not recording the entire ASAM – only the information from the placement criteria sheet. (Attached). We want to use it to identify appropriate levels of care. Levels of care may need to be changed given progress.

E. Stands for chemical dependency

F. Releases of Information. All are attached – we primarily want to enter yes/no to identify whether or not releases have been signed. However with the jail ROI, the data base should calculate 90 days from start to show completion date.

G. SODA stands for Stay Out of Drug Area – it is an order issued on every drug court client that restricts them from being in high drug trafficking zones (usually just the one where they were arrested). It is quashed when the defendant graduates or is terminated from the program.

H. Transfer date is the date the defendant was transferred into drug court at a transfer hearing. With transfer cases, defendants have been arraigned in another court but then request to "transfer" to drug court.

I. Orientation and Intake is conducted after arraignment or transfer and before opt-in to drug court. Defendants are told about the requirements of drug court, psycho-social information is collected on the O and I form, defendants are then referred to a treatment agency based on the information they provide in the form. All of the information is entered into the data base and can be used to track individual needs of defendants as well as populate demographic reports. (most recent version is attached).

J. Yes

K. Housing section is part of the REACH component of the data base. We are interested in tracking this information 1) to be able to comply with the housing guidelines, restrictions, etc. pertinent to a County Housing Voucher Program. 2) to know if a person is in housing as part of client treatment plan and 3) King County government has a major "Project to End Homelessness' - it would be good to be able to report drug court participant housing status. The housing programs are run by different agencies.

L. For years drug court information was kept on pink 3 x 5 cards by the clerk of the court. In order to transition her to using the computer instead of the cards we created a "pink card" screen. We do not need that duplicated – but we need to be able to access the information described below in a succinct report.

   Screen displays and maintains historical data regarding all information currently recorded on the "pink cards" including: CCN, cause #(s) for each case entered into drug court, arraignment or transfer date on each cause #, opt-in date on each cause #, standard sentencing range on each cause #, restitution on each cause #, SODA zone, Custody status at each hearing, non-Drug Court holds if in custody, Releases done and type (PR, CR or TR including date and release to whom, etc.), Attorney name and phone, Hearing Dates and Types (status, review, etc.), Bench warrants (issue date, end date end type (quash or return), Remands to custody, Drug Court End Date and Type (Graduation, Close, Termination, etc.)

Question 11
Copies of Reports - Please provide a copy of the reports listed on pages 29-30.

Response 11

Hyperlinks for Response 11 have been activated 09/06/06.

We have attached copies of the following documents / reports: 1) O&I – Orientation and Intake (PDF 99KB) 2) ASAM Criteria (PDF 16KB) (3) DASA Supplemental Report (PDF 26KB) 4) REACH Report (PDF 35KB).

However, many of these reports do not currently exist; they are reports that we would like to have. Others do not exist in electronic copy or, if run, would contain confidential information that we are unable to send at this time.

What is important to us is the ability to generate reports which contain the information outlined below. We are not wedded to maintaining the current look or format of these existing reports and in many cases, do not believe the current format is the best possible format.

A. Cheatsheet – See answer to #12

B. Relational Reports – See answer to #12.

C. Graduation Checklist Report - Ability to pull for a particular graduation date for all clients set for graduation. To include: Court fee paid or Community Service Hours Satisfied? (Y/N) and notefield, Graduation Letter Completed? Exit Interview Done?, Other (Specify).

D. Graduate Report - Ability to search for all prior graduates (or those who graduate within a particular time frame) and sort list by: Last Name, Drug of Choice, Age, Gender, Race, Homeless, Mental Health Issues, Date of Graduation, etc. Report on % who graduate.

E. Active Client Report - Displays one line per participant (regardless of how many cause #s) with the following information: Participant Name, Client ID#, CCN, Bench Warrant Status, Custody Status, Drug Court Status (Pre Opt, Post Opt). This report should include all current participants (whose cases have not yet been assigned an end date) - including pre opt, post opt, bench warrant, in custody, etc.

F. Request for Treatment Reports – This report is pulled by Administrative staff weekly and faxed to each treatment agency. One report is generated for each treatment agency listing which clients have court hearings the following week (or for a specified time period).

G. Assessment Summaries – [SEE ASAM Criteria ATTACHED]. Drug Court case managers conduct an ASAM Criteria assessment for each client at entry to determine chemical dependency and appropriate level of care. Assessments are also conducted by the treatment agencies at entry and every 90 days thereafter to assess chemical dependency and mental health issues / status. We do not currently receive copies of these assessments but would like to do so in the future.

H. Client List By Treatment Agency – This report can currently be pulled by treatment agency and lists all clients who have been assigned to that particular treatment agency – past and present. It includes: Client Name, Date of Referral, Date of Entry and Date of Discharge (if applicable). We would like this report to be improved so that we can pull a report to include only clients currently at a particular treatment agency and/or a report of all ever assigned to that agency. We would like the ability to sort the report by client last name OR by date of treatment agency entry / completion. The report should also be expanded to include the type of discharge or reason for discharge (completion, AMA, disciplinary discharge, medical discharge, other).

I. Terminated Client List - Ability to search for all prior terminated clients (or those terminated within a particular time frame) and sort list by: Last Name, Drug of Choice, Age, Gender, Race, Homeless, Mental Health Issues, Date of termination, termination type (voluntary / involuntary) etc. Report on % who terminate.

J. Brown Bag Staffing List – This is a list of all clients who have been placed on for staffing on a given date. (This information is added to the client's Hearing Report record while in court and is pulled from the Hearing Report to populate the Brown Bag Staffing List).

K. Hearing Note Report – see answer to #12.

L. Graduation List - List of who is set for graduation on a particular date. Should be able to pull for any graduation date (past or future graduations for which clients scheduled).

M. Drug of Choice Report – Ability to report totals and percentages of clients with drug of choice: cocaine, heroin, methamphetamine, marijuana, alcohol, prescription, other. Report should be able to breakdown totals by court location (Seattle / Kent), race, age, gender, criminal charges, sentencing range, and drug court status or outcome (opt-in, graduation, termination, etc.) Ideally, another report should be able to generate a report on secondary or tertiary drugs of choice so, for example, you could run a report on the number of clients in Kent vs. Seattle who listed methamphetamine as one of their top 3 drugs of choice. We would like the ability to generate this report both for current drug court clients AND for clients within a given time frame (1/1/06-12/31/05).

N. Charges Report - Ability to report totals and percentages of clients with criminal charges: possession, delivery, PWI, facilitator, Class C. Report should be able to breakdown totals by court location (Seattle / Kent), race, age, gender, drug of choice, sentencing range, and drug court status or outcome (opt-in, graduation, termination, etc.) Since many clients in drug court have more than one charge, we should be able to generate one report that shows only one charge per client (listing primary charge at entry as their charge) and another report by charge that represents all charges in drug court regardless of how many charges per client. We would like the ability to generate this report both for current drug court clients AND for clients within a given time frame (1/1/06-12/31/05).

O. Demographics – Report showing basic demographic info and percentages including: race, age, gender, criminal charges, drug of choice, homeless status, mental health status. Report should be able to be broken down by location (Kent / Seattle). We would like the ability to generate this report for current drug court clients AND for clients within a given time frame (1/1/06-12/31/05).

P. Referrals (Arraignments / Transfers), Opt-Ins and Graduations Chart – Numbers and percentages of referrals to drug court within a given time frame. Referrals includes both arraigned and transferred cases but should be able to be broken down separately into arraignments and transfer numbers as well. Numbers and percentages of opt-ins to drug court and graduations from drug court within a given time frame. Ideally, these categories could be broken down by demographics (race, age, gender, drug of choice, sentencing range, etc.)

Q. Bench Warrant Report – List of all clients on bench warrant during a particular point in time of period of time.

R. DASA Supplemental Report – [DASA Supplemental Report ATTACHED.] This is the only report that must remain in its current format since it is formatted based on State requirements. Also see answer to #12.

S. Sentencing Range Reports – see answer to #12.

T. Client History Report – This report is used as a summary of a client's history in drug court including number and type of treatment interventions tried and court compliance. The report will show participant name, cause number, charge, sentencing range, date of arraignment, orientation, and opt-in to Drug Court treatment agency and dates of admission to each agency (if greater than one), date of last progress report, next hearing date, current drug court level, promotion and demotion dates, dates and number of staffings, bench warrant status and number of bench warrants, current ASAM level, number of "clean" days, drug test result history, treatment compliance history (according to hearing date), sanction level and sanction and reward history.

U. Treatment Progress Reports – Completed by Treatment Agency prior to court hearings to summarize client's progress / status in treatment since their previous court hearing. Report includes calendar which shows dates and outcomes of all UAs (drug tests), 1:1 (one on one counseling sessions) and group counseling. Possible outcomes include: absent, present, excused, positive (and for what drugs), negative. Also includes information about current "stage of change" and other treatment issues. Should include several notefields for counselor to enter comments.

V. Drug Test Configuration Report – see answer to #12.

W. Workload Measure Reports – To determine work done by the court and by the drug court services staff. Report to including Number of: Pre-Opt and Post-Opt Hearings Scheduled / Held, In Custody / Out of Custody Hearings Scheduled / Held, Warrants Issued, Warrants Quashed, Warrants Returned, Filings, Transfer Hearings, Arraignments, Referrals and Re-referrals to Outpatient / Inpatient, O&Is Done, Clients Seen at Weekly Check-Ins.

X. Calendar Reports – Ability to run reports on past calendars, by week, by month, by year calculating number of arraignments, transfers, status hearings, review hearings, in custody hearings, opt-in hearings, terminations, graduations, closed cases, etc.

Y. Point in Time Reports – Ability to pull statistics on a particular day (past or present) or within a given time period (i.e. 1/1/06-2/1/06) for number of: pre-opt clients, post-opt clients, clients on each level, clients on Bench Warrant, clients at each treatment agency, clients in custody, clients out of custody.

Z. Performance Measurement Reports - Ability to run reports by treatment agency to determine: number and percentage of successful completions, disciplinary discharges, etc.

AA. Criminal History Reports - # of participants and % of participants with prior felonies, average number of felonies per participant, etc.

BB. Weekly Check-Ins Scheduled Report - To record who is scheduled for each check-in date, if attended (Y/N) and if no, excused? This should populate each individual client's info as a Check-In History to show dates scheduled to attend check-ins, outcome (attended, not attended, excused).

CC. Orientations Scheduled Report – ability to pull list of all clients scheduled for drug court orientation and intake on a particular day.

DD. Re-referrals Scheduled Report - ability to pull list of all clients scheduled to meet with a case manager for a referral or re-referral to treatment on a particular day.

EE. Conditional Releases Scheduled – ability to pull list of all clients scheduled to be conditionally released from custody to drug court staff on a particular day. The report should include release location (Seattle / Kent) and time of day.

FF. Temporary Releases (TR) Scheduled – ability to pull list of all clients scheduled to be temporarily released from custody on a particular day. The report should include release location (Seattle / Kent), time of day, TR Reason and Staff Escort name.

GG. REACH Reports – [REACH Report ATTACHED.] Also see answer to #12.

HH. Opt-In Reports – see answer to #12.

II. Recidivism Reports – Ability to generate reports on numbers and percentages of clients who re-offend. Report should be broken down by graduates, terminated clients, those who are introduced to drug court but opt-out. Report should be able to determine if clients re-offend as defined by being convicted of a felony offense within 1 year of exit from drug court, within 2 years, 5 years, etc.

JJ. Drug-Free Baby Reports – Ability to pull a list of clients who gave birth to drug-free babies while enrolled in drug court within a particular time frame.

Question 12
Explanation of Reports – Please provide an explanation of the following reports (purpose, contents, author, audience, frequency, etc.)

Response 12
What is important to us is the ability to generate reports which contain the information outlined below. We are not wedded to maintaining the current look or format of these existing reports and in many cases, do not believe the current format is the best possible format.

A. Cheatsheet, p. 29

This report is generated prior to each drug court calendar to summarize the status of each defendant on the calendar. This means it must be able to sort defendants by calendar date, time (a.m. / p.m.) and court location (as there may be two drug court calendars occurring during the same date and time in different courtrooms). There are currently 7 calendars per week.

B. The Cheat sheet is created by the drug court treatment case managers. It is currently printed and distributed to all members of the Drug Court Team – including Judge, Prosecutor, Public Defenders – prior to each calendar in order to aid in team discussion regarding the appropriate action for each defendant (i.e. sanction, promotion, etc.)

C. The Cheatsheet lists each defendant on the upcoming calendar. For each defendant, it includes: Client ID#, Full Name, Treatment Agency location, Drug Court start date, current sanction level, criminal charge at drug court entry (facilitator, class C, possession, delivery, PWI), Hearing type or "reason" (i.e. Status, Review, etc.), and date of most recent Progress Report. For each defendant, it also shows notes. The notes are entered by case managers and administrative staff and include information regarding treatment progress, drug test results, upcoming housing appointments, etc. Notes display the date entered, by whom the note was entered, a summary heading regarding note type (such as "UA" – urinalysis drug test result or "Tx Update"). Currently, these notes are typed into the database by staff and are included or excluded from the cheatsheet print out via checkbox located beside entry. The selected notes are pulled into the cheatsheet by date with the most recent on top. In the future, we would like the ability to also "pull" Brown Bag staffing notes and Hearing Reports (generated in court) into the cheatsheet.

D. <u>Relational Reports, p. 29</u>

Program Coordinator and Analyst need to be able to pull these reports based on client populations. Reports should allow for retrieval of multiple variables in a relational format. For Example: how many female participants have cocaine as their Drug of Choice? What is the percentage of graduates who belong to a particular age group? We are interested in sorting rates, percentages and totals by factors of interest to include age, gender, race, criminal charge, drug of choice, homelessness status, mental health status, treatment agency location, pregnancy status, etc. We would like the ability to generate new relational reports (with new categories) as needed.

E. <u>Hearing Note Report, 29</u>

These reports are generated by administrative staff in real time as a court hearing occurs. One report is generated for each defendant who appears before the court on a particular calendar. Hearing note reports include: Hearing Date, Client ID#, Full Name, aliases, criminal charges, sentencing range, current treatment agency name and fax number. The blank reports are printed prior to each calendar (one per client) and are filled in both manually and electronically during the hearing. Information completed includes:

i. Client's status (present, not present, in custody, present in custody, bench warrant)
ii. Client's Level
iii. Reason for the hearing (arraignment, transfer, status, review, graduation, other), action taken (opt in, closed, terminate, express, reschedule, demote or promote level, set for staffing, release from custody, remand to custody, warrant issued or quashed, etc.)
iv. Sanction (level, type (jurybox, jail, community work crew, etc.), treatment issues (orientation and intake required, referral required, housing needs, etc.).
v. Next Hearing Date
vi. Signature of drug court staff who recorded the hearing report.
vii. Whether or not a progress report will be needed from the treatment agency at the next hearing
viii. Note field for additional comments.

Hearing reports remain in client's files as a document of what occurred at each hearing. They are also faxed to their treatment agencies following each hearing so the counselor will know what occurred at the hearing and when the next progress report is due (based on next hearing date). We would like the ability to enter info electronically and fax directly from the computer to each treatment agency during hearings. However, we will still require the ability to print Hearing Reports.

F. <u>DASA Supplemental Report, p. 30</u>

This report is a requirement of the State of Washington Division of Alcohol and Substance Abuse (DASA). It is generated every six months by the Program Coordinator and Analyst to be sent to DASA. The report outlines drug court services provided during the previous six month period. It includes: total number of clients screened for drug court, graduated, terminated, opted into or out of program, assessed for substance abuse treatment, etc. Under each category, the total number is further broken down by age, race and gender. This is the only report that must remain in its current format since it is formatted based on State requirements.

G. Sentencing Range Reports, p. 30

This is a report that outlines the sentencing range of clients who are participating in the drug court program. For example: based on their current charges and criminal history, what total and percentage of clients are facing 0-6 months? 12-24 months? We do not currently have a reliable report that will pull these statistics, but such a report would be useful for the drug court Coordinator and Judge. The report should be able to examine the sentencing ranges of clients in various demographic categories (age, race, gender, drug of choice) as well as by drug court status (opt in, opt out, terminated, graduated, bench warrant, current participant, Level 1, 2, or 3, etc.)

H. Drug Test Configuration Report

These reports are currently generated by Sterling Laboratories to display the results of each urinalysis test administered. Most drug court clients require two drug tests per week. Report should include: Client Name, Date Sample Collected, Date Tested and list test results by drug tested (positive / negative / levels if available or cut off point). Tests will also display specific gravity and creatine levels as well as results of a requested GC/MS retest. These are currently faxed to drug court as paper reports to be placed in each client's file and entered manually into the database. Once entered into the database, the information appears in the "Cheatsheet" report to assist in assessing a participant's progress in treatment. In the future, we would like to have the ability for the information to be automatically entered into the drug court database via Sterling lab interface or other system.

I. Inpatient Referral Waitlist Report, p. 30

We do not currently have the ability to generate such a report. Our current inpatient tracking system involves separate Excel spreadsheets for each residential (inpatient) treatment agency. Waitlist data is entered by treatment case managers and administrative staff. We would like to have the ability to generate, by inpatient agency, a list of clients who have been referred and are awaiting an opening. The list should include: client name, date referred, anticipated bed date and a dropdown checklist of actions needed to complete the referral (such as secure medical coupon). The list would be used by treatment case managers for tracking purposes.

J. REACH Reports, p. 30

REACH case managers are employed by Evergreen Treatment Services and stationed at drug court to assist participants' with anxillary services such as housing, education, employment, etc. This report would track service referrals they make and outcomes achieved.

The report is currently an Excel spreadsheet maintained by the two REACH case managers. The spreadsheets are completed separately by each REACH case manager and emailed to the drug court Program Coordinator as well as to their supervisors at Evergreen Treatment Services.

We would like the ability to generate such a report (tracking anxillary services provided) from the database and to expand upon it. The report should document the total numbers and percentage of clients who receive anxillary services. The report should be able to track services provided within a given time frame (by month or by year), by REACH case manager, by drug court client or by service category (housing, education). We would like the ability to generate reports based on all drug court clients (past and present) and/or to limit reports to current drug court clients.

K. Opt-ins Reports, p. 30

These reports are utilized by the Program Coordinator. We would like to expand upon existing reporting capabilities. “Opt-Ins” are those defendants who formally elect to bring their charges into Drug Court. Opt-In occurs after arraignment or transfer. Reports should include total number and percentage of clients who opt-in to drug court. The opt-in number should be able to be broken down to reflect total / percentage of arraignments who opt in vs. total / percentage of transfer cases who opt in. The opt-in total should also be broken into categories by age, race, gender, sentencing range, charges, drug of choice.

Question 13
How many drug court staff will/may access the case management software?

Repsonse 13
Up to 15

Question 14
How many judges will/may access the case management software?

Response 14
2

Question 15
How many administrators or clerks will/may access the case management software?

Response 15
1

Question 16
Will treatment providers access the case management software? If so, how many?

Response 16
Yes. 10 to 15.

Question 17
How many new drug court cases do you average per year?

Response 17
700 are referred to drug court (arraigned or transfer in as eligible) then 350 decide to opt-in.

Question 18
How many drug court cases do you have active (not terminated cases) at any given time?

Response 18
500

Question 19
Do you plan to host/administer the web site (or interim Citrix LAN) or will we host the site?

Response 19
We will host the app/website.